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From: Pribeck, Kristen (DPH)
Sent: Tuesday, January 29, 2008 2:46 PM
To: Nassif, Julianne (DPH); Jacobsen, Patricia (DPH); Rubin, Alan (DPH); Clemmer, Jill (DPH); Servizio, Paul (DPH); Kane01, Peter (DPH); Jenner, Jennifer (DPH); Salemi, Charles (DPH); Khan, Annie (DPH); Piro, Peter (DPH); Alfonso, Felipe (DPH)
Subject: QI Meeting - Thursday, February 7

Hello All,
The next monthly QI meeting is scheduled on Thursday, February 7 and will be held at 1:00 pm in Room 123 as scheduled.

In the last meeting we asked all staff to think of ways to update the problem log in order to fit the needs of your laboratory. If you could email me your suggestions for the problem log by Monday, February 4 I will compile them to present and discuss at the meeting.

Please also be prepared to provide an update for your QI Projects.

Following the meeting, please bring the following records, with accompanying coversheet, to Julie's office for review:

1. Autoclave attest records
2. New lot verification documentation for new lots verified since Sept. 2007
3. Documentation verifying accurate transmission of electronic results

If you have any questions, please feel free to stop by or give me a call.

Thanks!

Kristen

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